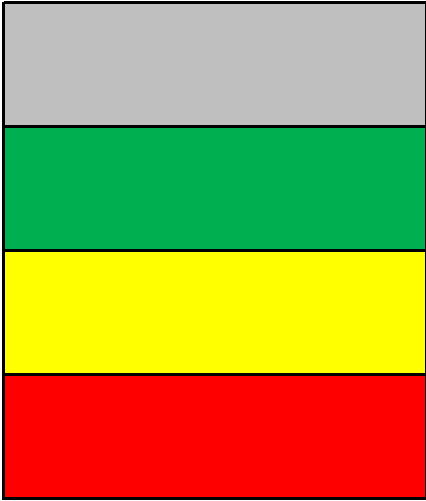


GDOE Transition Plan
Bi-Weekly Status Report Status Key and Gantt Chart
as of January 19, 2018

Status Color



Status Interpretation

Grey: Denotes completion.

Green: Denotes progress as planned and on track to meet target completion date.

Yellow: Denotes progress may be hindered if measures are not addressed and target completion date may be missed.

Red: Denotes progress has stopped, immediate measures need to be taken and target completion date will be missed.

Gantt Chart

**** Blue Shaded sections reflect proposed transition work plans / periods.

**** Dates / Periods directly after the blue shaded sections denote that objective / milestone target dates have been complete. At this point it is up to the GDOE to determine if they feel as though adequate progress has been made to request reconsideration of the Special Conditions imposed by the USDOE.

GDOE Transition Plan
 Executive Summary: Bi-Weekly Status Report
 as of January 19, 2018

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	Personnel Allocation/TDR and Reimbursement	Christine Rosario			<ul style="list-style-type: none"> Updated payroll reimbursement processes in place; payroll & time certification SOPs being revisited Chris to draft payroll reimbursement 'manual'
2	FMIS	Jackie Mesa			<ul style="list-style-type: none"> Purchase+ successfully launched Waiting for MUNIS feedback related to ESS leave processing
3	Internal Controls	Franklin Cooper-Nurse			<ul style="list-style-type: none"> MIC sent to management team; next will be sent to School & Division administrators FY17 audit procedures have begun; target dates for completion of audit set
4	Procurement "OSM"	Carmen Taitano			<ul style="list-style-type: none"> Reports and meetings ongoing Annual procurement training completed
5	Property Mgmt	Marc Pido			<ul style="list-style-type: none"> SY17-18 Inventory begun Permit for warehouse obtained; need to fund collateral equipment
6	SOP's	Franklin Cooper-Nurse			<ul style="list-style-type: none"> Internal audit work for Sole Source Procurement, TDR, and SEFA Reconciliation SOPs delayed due to schedule conflicts Procurement & Fixed Asset SOPs delayed due to year end activities
7	Indirect Costs	Jackie Mesa			<ul style="list-style-type: none"> Application transmitted and acknowledged received
8	Accounting & Accounts Payable	Lourdes Perez			<ul style="list-style-type: none"> Late liquidation SOP to be updated to ensure smooth transition

Notes/Issues:

• Present for the 1/22/18 Transition Plan Meeting were Taling Taitano, Carmen Charfauros, Christine Rosario, Franklin Cooper-Nurse, Jackie Mesa, Travis Carbon, Dina Lorezo. Ike Santos attempted to call in but had connection difficulties. Marc Pido was assisting with receiving of tech equipment and was unable to attend.

1/19/2018

Risks (and mitigation strategies, if applicable):

• Freeze in place on hiring of central office positions.

GDOE Transition Plan
 Bi-Weekly Status Report
 as of January 19, 2018

Initiative #1 - Personnel Allocation/TDR and Reimbursement

GDOE Lead: Dina Lorenzo | TPGA Liaison: Chris Carrington

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Re-Test Verification of Disadvantages	1.O.5	Re-Validate SOP	FPO	09/29/17	TBD	
Re-edit TDR SOP Procedures incorporating A-87	1.P.1	Finalize and re-edit work flow process and responsibilities incorporating A-87	CMR	09/29/17	02/26/18	
Training	1.Q.1	Training and accessibility for program managers / project directors / federal program state	FPO	09/29/17	On-going	
Personnel Allocation/TDR/Time Certification and Reimbursement	1.R.2	Development of Training Manual	FPO	02/02/18	TBD	
	1.R.3	Training of USDOE Regulations including OMB Omni-Circular as related to payroll reimbursements for Federal grant activities.	CMR	09/26/16	On-going	
	1.R.5	Training on Payroll Reimbursement Process, including the relationship between all GDOE Departments related to payroll	CMR	09/26/16	On-going	
	1.R.6	Training on Payroll Reimbursement analysis, including: 1) 3-way-match between PR documents, 2) spreadsheet and raw data analysis	CMR	09/26/16	On-going	
	1.R.7	Project Management training, including: 1) coordination of payroll documents from GDOE Departments (i.e. Federal Programs, Business Office, etc.), 2) scheduling; 3) error reporting	CMR	10/24/16	On-going	
	1.R.8	MUNIS Training (i.e. MUNIS invoice entry; raw data report generation; etc.)	CMR	10/31/16	On-going	
	1.R.9	Excel Spreadsheet Training (focus on payroll reimbursement analysis spreadsheet creation and payroll report generation)	CMR	On-going	On-going	

Notes:	1/19/2018
<ul style="list-style-type: none"> • 1.O.5 FPO to provide new target date and POC • 1.P.1 TPGA requiring biweekly certifications effective this fiscal year; three pay periods pending reimbursement • 1.R.2 FPO to provide new target date and POC; CMR to provide write up on payroll reimbursements 	
Risks (and mitigation strategies, if applicable):	
<ul style="list-style-type: none"> • Competing priorities affect ability to meet deadlines. 	

GDOE Transition Plan
Bi-Weekly Status Report
as of January 19, 2018

Initiative #2 - FMIS

GDOE Lead: Jackie Mesa | TPFA Liaison: Chris Carrington / John Hampford

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
PURCHASE +	2.F.2	TEST PURCHASE + FUNCTIONALITY IN TEMPORARY ENVIRONMENT	CTC/JPM	07/03/17	07/31/17	
	2.F.3	Adjust setting and infrastructure as per test findings. Reperform Tests.	CTC/JPM	11/30/15	09/25/17	
	2.F.4	Meet with Management regarding Bid Management process, requirements as tested and Management's desired outcomes.	CTC/JPM	12/28/15	10/16/17	
	2.F.5	Create End User Instructions (Incorporate in DTPs)	CTC/JPM	12/04/17	12/04/17	
	2.F.6	Train End Users (Buyers)	CTC/JPM	12/11/17	12/11/17	
	2.F.7	Train End Users (Schools and Divisions)	CTC/JPM	12/18/17	12/18/17	
	2.F.8	Roll out the use of PURCHASE +	CTC/JPM	12/18/17	12/18/17	
	EMPLOYEE EXPENSE (Local Mileage)	2.G.10	Finalize and document process in SOP and End User Instructions (as necessary)	AGM/JPM	08/01/17	07/31/17
2.G.11		Train USERS on Employee Expense (In ESS) -All mileage reimbursements processed in GDOE Munis ONLY	AGM/JPM	01/25/16	07/03/17	
2.G.12		Roll-out for Department wide use.	AGM/JPM	01/26/16	07/03/17	
Grant Master	2.L.1	POC meetings to review set up and procedure documentation.	NS/CR/JPM	06/06/16	06/05/17	
	2.L.2	Create checklist of steps to be taken in Munis to set up the Module.	NS/CR/JPM	06/20/16	07/24/17	
	2.L.3	Build and test limited Grant Master listing Temporary Environment (XXX) using checklist	NS/CR/JPM	06/27/16	08/28/17	
	2.L.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	NS/CR/JPM	07/11/16	09/25/17	
	2.L.5	Present system capabilities with adjusted set up.	NS/CR/JPM	12/18/17	12/18/17	
	2.L.6	Build Grant Master (listing complete with current active grants) in Live environment per updated checklist.	NS/CR/JPM	03/12/18	03/12/18	
	2.L.7	Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	NS/CR/JPM	02/26/18	02/26/18	
	2.L.8	Train End Users	NS/CR/JPM	03/12/18	03/12/18	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
ESS LEAVE REQUEST	2.M.1	POC meetings to review set up and procedure documentation.	JRSNS / AMS	08/01/16	01/30/17	
	2.M.2	Create checklist of steps to be taken in ESS and Munis to set up Leave Requests	JRSNS / AMS	08/15/16	TBD	
	2.M.3	Build and Test ESS Leave Request in Temporary Environment (XXX) using checklist	JRSNS / AMS	09/19/16	TBD	
	2.M.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	JRSNS / AMS	10/17/16	TBD	
	2.M.5	Meet with Management to present ESS Leave Request.	JRSNS / AMS	10/31/16	TBD	
	2.M.6	Build ESS Leave Request in Live environment per updated checklist and Management feedback.	JRSNS / AMS	12/14/15	TBD	
	2.M.7	Update End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	JRSNS / AMS	TBD	TBD	
	2.M.8	Train End Users	JRSNS / AMS	TBD	TBD	
	2.M.9	Refresh and prepare temporary environment for Pilot	JRSNS /	TBD	TBD	
	2.M.10	Create End User Instructions for Pilot group	JRSNS /	TBD	TBD	
	2.M.11	Perform Pilot	JRSNS /	TBD	TBD	
	2.M.12	Address Pilot issues	JRSNS / AMS	TBD	TBD	
MAINTENANCE SERVICE REQUESTS	2.P.6	Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	YD/JPM	11/28/16	01/02/17	
FIXED ASSETS	2.Q.4	Test proposed actions in temporary environment	JPM/TSA	11/28/16	03/27/17	
	2.Q.6	Create or adjust existing End User Instructions (DTPs)	MP/TSA	04/17/17	07/03/17	
	2.Q.7	Train End Users	MP/TSA	09/04/17	09/04/17	
TRANSITION	2.S.1	MUNIS system management / updates - TPFA is required to maintain control over the TPFA MUNIS system as long as a TPFA is mandated.	TPFA	Ongoing	Ongoing	

Notes:

- Developing list of tasks for upcoming fiscal year
- 2.F Purchase+ successfully launched and covered in annual end user training.
- 2L End users feedback included a request for an extended scope of implementation. Rather than extend this particular project at this time, we will continue as planned and the possibility of implementing additional features will be revisited.

Risks (and mitigation strategies, if applicable):

- Timelines dependent on MUNIS response and POC availability.

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GDOE Transition Plan
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Initiative #3 - Internal Controls

GDOE Lead: Franklin Cooper-Nurse | TPGA Liaison: Chris Carrington / John Hampford

Objective-Milestone-Leader Identification				Progress vs. Plan		
Risk Assessment of GDOE	3.B.21	Provide tool & training to Division Mgrs/Administrator	FCN/JB	01/26/18	01/22/18	
	3.B.22	Require Division Mgrs/Administrators to submit MIC	FCN/JB	01/29/18	01/29/18	
	3.B.23	Follow-up non-submissions	FCN/JB	02/09/18	02/05/18	
	3.B.24	Update MIC Report to include late submissions	FCN/JB	02/16/18	02/12/18	
	3.B.25	Compile MIC Assessments into a database	FCN/JB	02/09/18	02/05/18	
	3.B.26	Analyze results of MIC Assessment	FCN/JB	02/16/18	02/12/18	
	3.B.27	Identify non-submissions and high-risk areas	FCN/JB	02/16/18	02/12/18	
	3.B.28	Develop draft and submit MIC Assessment Report to Sup.	FCN/JB	03/09/18	03/05/18	
	3.B.30	IAO validates MIC Assessments of high-risk areas	FCN/JB	03/23/18	03/19/18	
	3.B.31	IAO to determine necessary corrective actions	FCN/JB	03/23/18	03/19/18	
	3.B.32	Finalize report for Sup.'s disposition	FCN/JB	03/23/18	03/19/18	
	Establish Internal Controls Framework (COSO)	3.D.1	Division/Program develop SOPs for operations	Divisions	06/15/15	
3.D.2		Division/Program obtain approval of SOPs	Divisions	09/28/15		
3.D.3		Division/Program to conduct training on SOPs	Divisions	01/11/16		
3.D.4		IAO to audit compliance to SOPs	IAO Staff	02/29/16		
3.D.5		IAO to report and recommend improvements to internal control deficiencies	IAO Staff	02/29/16		
3.D.6		Division/Program to amend SOPs accordingly	Divisions	02/29/16		
3.D.7		Division/Program to obtain approval on amended SOPs	Divisions	02/29/16		
3.D.8		Division/Program to conduct training on amended SOPs	Divisions	06/27/16		
SEFA Reconciliation	3.E.6	Business Office provides a copy of the approved report to IAO	LRP	06/27/16	On-going	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Timely Completion of GDOE's Financial and Single Audit	3.F.2	Contract Independent Audit Services (Amendment for FY 2017)	Sup/Legal/T T/FCN	10/20/17	10/16/17	
	3.F.3	Timely close accounting records (milestone for FY 17)	LRP	12/05/17	12/04/17	
	3.F.4	Timely replies to audit requests (milestone for FY 17)	LRP/FCN	02/28/18	02/26/18	
	3.F.5	Audit report issuance per contract (milestone for FY 17)	TT/FCN	03/31/18	03/26/18	
	3.F.6	IAO to ensure implementation of corrective action plans	FCN/TT	08/23/17	08/28/17	

Notes: <ul style="list-style-type: none"> • 3.B.21 - The survey sent to management team. Survey being packaged for distribution to School & Division administrators. • 3.F - Internal meeting held with external auditors to ensure audit requests being filled. Waiting for OPA to schedule entrance meeting. 		1/19/2018
Risks (and mitigation strategies, if applicable): <ul style="list-style-type: none"> • Internal Audit Staff working to balance mandated work, audit plan, and ad hoc requests. 		

GDOE Transition Plan
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Initiative #4 - Procurement

GDOE Lead: Carmen Taitano | TPFA Liaison: Lia Beauvais

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Training	4.B.3	Continued Training for procurement staff on Guam Code Annotated, Title 5, Division 1, Chapter 5, Guam Procurement Law & Guam Administrative Rules and Regulations, Title 2, Division 4, Guam Procurement Regulations	CTC/FC/L B	10/06/15	Annually	On Track
	4.B.4	Conduct divisional (corporate functions) procurement training	CTC/FC/L B	10/07/15	Annually	
Procurement Transition	4.F.1	TPFA removed from workflow (req to PO process). TPFA will be final approver until special conditions are reduced / eliminated	TPFA	TBD	TBD	At Risk
	4.F.2	Transition the conversion review form requisition to P.O. from TPFA to the GDOE (federal). TPFA will continue to manage until special conditions are reduced / eliminated	TPFA	TBD	TBD	

Notes:

- 4.B.4 - Annual procurement training completed
- Working on building FY18 procurement calendar

Risks (and mitigation strategies, if applicable):

- Hiring freeze will impact work loads

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GDOE Transition Plan
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Initiative #5 - Property Management

GDOE Lead: Marc Pido | TPFPA Liaison: Tony Bobb

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Tagging of USDOE-funded assets	5.A.2	Ensure Fixed Asset records include an identifiable funding source.	MYP	11/01/17	10/30/17	
	5.A.7	Internal record management (i.e. documentation, spreadsheet analysis, reporting, etc.).	MYP	01/02/18	01/01/18	
Annual Physical Inventory	5.B.3	Manage the current year inventory audit project (including team leadership assignments, team selections, logistics, BMI scanner and audit material preparation)	MYP	12/14/16	01/01/18	
	5.B.6	Manage the current year post-audit evaluation process to emphasize the inventory management accountability of fixed assets and procedures at each school and division.	MYP	07/25/17	07/23/18	
	5.B.8	Generate the current year status reports for dissemination to USDOE and GDOE Upper Management.	MYP	07/25/17	07/23/18	
	5.B.10	GDOE PMO staff will conduct the current year reconciliation of USDOE funded fixed assets.	MYP	06/20/17	07/30/18	
	5.B.11	GDOE PMO staff will conduct the one-on-one evaluations after the completion of each site's inventory audit.	MYP	06/28/17	06/25/18	
	5.B.12	GDOE PMO will conduct and monitor the progress of the required follow-up actions of each site.	MYP	06/29/17	09/17/18	
	5.B.13	Clearly defined organizational structure, positions of leadership and associated responsibilities.	MYP	12/31/17	03/26/18	
	5.B.14	PMO and RW staff have proper GDOE-issued office space to efficiently and effectively carry out their responsibilities and duties.	MYP	03/31/18	03/26/18	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Staff training on BMI software, Munis fixed assets module, computer skills.	5.C.1	PMO will provide ongoing training of BMI software, Munis fixed assets module, and computer skills as they relate to inventory management.	MYP	12/31/17	12/25/17	
	5.C.2	PMO staff will demonstrate mastery of using BMI software, Munis, and have basic-to-intermediate computer skills.	MYP	12/31/17	12/25/17	
	5.C.3	PMO staff will understand Microsoft Excel, spreadsheet creation, and analysis.	MYP	12/25/17	12/25/17	
	5.C.4	PMO staff will demonstrate mastery of using computer software to provide internal training.	MYP	12/25/17	12/25/17	
	5.C.5	PMO staff will be proactive in addressing and correcting any training concerns among staff.	MYP	12/25/17	12/25/17	
Standard Operating Procedures	5.D.2	PMO will continue to enforce SOP guidelines for all fixed assets regardless of funding.	MYP	11/20/17	11/20/17	
Receiving assets (warehouse & schools)	5.E.4	Fill the Warehouse Supervisor position.	MYP	12/31/17	03/26/18	

<p>Notes:</p> <ul style="list-style-type: none"> • 5.B - Dates reset for SY17-18 Physical Inventory • 5.B.14 - Building permit obtained for warehouse; awaiting collateral equipment • 5.E.4 - Included request for warehouse supervisor in FY19 budget request <p>Risks (and mitigation strategies, if applicable):</p>	1/19/2018
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GDOE Transition Plan
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Initiative #6 - SOP's

GDOE Lead: Franklin Cooper-Nurse | TPFA Liaison: Chris Carrington / John Hampford

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
SOP 200-016: Capital Assets Accounting and Reporting	6.A.2	Staff Training on SOP	LRP	06/17/17	06/12/17	Yellow
	6.A.3	Staff Acknowledgement Forms	LRP	06/12/17	05/08/17	
	6.A.4	Amendment to SOP Submitted	LRP	05/23/16	06/12/17	
	6.A.5	Amendment to SOP Approved by Sup	TT	06/15/17	06/12/17	
	6.A.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.A.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.A.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.A.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.A.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	SOP 200-017: Month End and Year End Closing Policy	6.B.2	Staff Training on SOP	LRP	10/30/17	
6.B.3		Staff Acknowledgement Forms	LRP	10/30/17	10/30/17	
6.B.4		Amendment to SOP Submitted	LRP	08/15/17	NA	
6.B.5		Amendment to SOP Approved by Sup	TT	08/29/17	NA	
6.B.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.B.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.B.8		IAO Testing of SOP	FCN	TBD	TBD	
6.B.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.B.10		Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-021: Off-Island Travel Procedures		6.C.2	Staff Training on SOP	LRP	03/26/18	03/26/18
	6.C.3	Staff Acknowledgement Forms	LRP	03/26/18	03/26/18	
	6.C.4	Amendment to SOP Submitted	LRP	02/02/18	01/29/18	
	6.C.5	Amendment to SOP Approved by Sup	TT	02/16/18	02/12/18	
	6.C.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-022: Bank Reconciliation Procedures	6.D.2	Staff Training on SOP	LRP	06/12/17	05/08/17	Yellow
	6.D.3	Staff Acknowledgement Forms	LRP	06/12/17	05/08/17	
	6.D.4	Amendment to SOP Submitted	LRP	08/18/17	09/04/17	
	6.D.5	Amendment to SOP Approved by Sup	TT	09/01/17	08/28/17	
	6.D.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.D.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.D.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.D.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.D.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	SOP 200-028: General Ledger Policy and Procedures	6.E.2	Staff Training on SOP	LRP	10/30/17	
6.E.3		Staff Acknowledgement Forms	LRP	10/30/17	10/30/17	
6.E.4		Amendment to SOP Submitted	LRP	07/13/17	07/10/17	
6.E.5		Amendment to SOP Approved by Sup	TT	08/30/17	08/28/17	
6.E.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.E.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.E.8		IAO Testing of SOP	FCN	TBD	TBD	
6.E.9		IAO Reporting of Testing Results	FCN	TBD	TBD	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	6.E.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-034: Accounts Payable and Cash Disbursement	6.G.2	Staff Training on SOP	LRP	04/30/18	04/30/18	
	6.G.3	Staff Acknowledgement Forms	LRP	04/30/18	04/30/18	
	6.G.4	Amendment to SOP Submitted	LRP	02/20/18	01/15/18	
	6.G.5	Amendment to SOP Approved by Sup	TT	03/19/18	03/19/18	
	6.G.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.G.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.G.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.G.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.G.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	SOP 200-039: Federal Grants Accounts Receivable	6.H.2	Staff Training on SOP	LRP	10/30/17	10/30/17
6.H.3		Staff Acknowledgement Forms	LRP	10/30/17	10/30/17	
6.H.4		Amendment to SOP Submitted	LRP	07/25/16	08/28/17	
6.H.5		Amendment to SOP Approved by Sup	TT	09/06/17	09/04/17	
6.H.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.H.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.H.8		IAO Testing of SOP	FCN	TBD	TBD	
6.H.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.H.10		Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-042: Revenue Control and Management Policy		6.J.2	Staff Training on SOP	LRP	10/30/17	10/30/17
	6.J.3	Staff Acknowledgement Forms	LRP	10/30/17	10/30/17	
	6.J.4	Amendment to SOP Submitted	LRP	09/08/17	09/04/17	
	6.J.5	Amendment to SOP Approved by Sup	TT	09/22/17	09/25/17	
	6.J.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.J.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.J.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.J.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.J.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse	6.K.2	Staff Training on SOP	MP	10/13/17	10/09/17
6.K.3		Staff Acknowledgement Forms	MP	10/13/17	10/09/17	
6.K.4		Amendment to SOP Submitted	MP	02/19/18	02/19/18	
6.K.5		Amendment to SOP Approved by Sup	TT	03/05/18	03/05/18	
6.K.6		IAO Walkthrough of SOP	FCN	TBD	12/26/16	
6.K.7		IAO Assessment of SOP	FCN	TBD	01/30/17	
6.K.8		IAO Testing of SOP	FCN	TBD	01/30/17	
6.K.9		IAO Reporting of Testing Results	FCN	TBD	04/10/17	
6.K.10		Amendment to SOP (if necessary)	MP	TBD	TBD	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
SOP 200-019: Fixed Asset Management for Schools and Divisions	6.L.2	Staff Training on SOP	MP	12/04/17	12/04/17	
	6.L.3	Staff Acknowledgement Forms	MP	01/01/18	01/01/18	
	6.L.4	Amendment to SOP Submitted	MP	12/18/17	02/19/18	
	6.L.5	Amendment to SOP Approved by Sup	TT	01/02/18	03/05/18	
	6.L.6	IAO Walkthrough of SOP	FCN	06/20/16	12/26/16	
	6.L.7	IAO Assessment of SOP	FCN	07/04/16	01/30/17	
	6.L.8	IAO Testing of SOP	FCN	08/01/16	01/30/17	
	6.L.9	IAO Reporting of Testing Results	FCN	09/05/16	04/10/17	
	6.L.10	Amendment to SOP (if necessary)	MP	TBD	TBD	
	SOP 200-018: Sole Source Procurement	6.M.2	Staff Training on SOP	CTC	03/12/18	11/27/17
6.M.3		Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
6.M.4		Amendment to SOP Submitted	CTC	11/06/17	11/06/17	
6.M.5		Amendment to SOP Approved by Sup	TT	02/05/18	02/05/18	
6.M.6		IAO Walkthrough of SOP	FCN	05/17/17	05/22/17	
6.M.7		IAO Assessment of SOP	FCN	05/31/17	05/29/17	
6.M.8		IAO Testing of SOP	FCN	06/05/17	09/11/17	
6.M.9		IAO Reporting of Testing Results	FCN	02/05/18	02/05/18	
6.M.10		Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-020: Open Purchase Order Monitoring and Reporting		6.N.2	Staff Training on SOP	CTC	03/12/18	11/27/17
	6.N.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.N.4	Amendment to SOP Submitted	CTC	02/16/18	02/12/18	
	6.N.5	Amendment to SOP Approved by Sup	TT	03/09/18	03/05/18	
	6.N.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.N.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.N.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.N.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.N.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
	SOP 200-025: Procedures for Maintaining the Procurement File	6.O.2	Staff Training on SOP	CTC	03/12/18	11/27/17
6.O.3		Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
6.O.4		Amendment to SOP Submitted	CTC	02/23/18	02/19/18	
6.O.5		Amendment to SOP Approved by Sup	TT	03/16/18	03/12/18	
6.O.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.O.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.O.8		IAO Testing of SOP	FCN	TBD	TBD	
6.O.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.O.10		Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-026: Competitive Sealed Bidding - IQBs		6.P.2	Staff Training on SOP	CTC	03/12/18	11/27/17
	6.P.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.P.4	Amendment to SOP Submitted	CTC	03/02/18	02/26/18	
	6.P.5	Amendment to SOP Approved by Sup	TT	03/23/18	01/15/18	
	6.P.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.P.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.P.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.P.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.P.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
SOP 200-027: Competitive Sealed Bidding - IFBs	6.Q.2	Staff Training on SOP	CTC	03/12/18	11/27/17	
	6.Q.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.Q.4	Amendment to SOP Submitted	CTC	03/09/18	03/05/18	
	6.Q.5	Amendment to SOP Approved by Sup	TT	03/30/18	03/26/18	
	6.Q.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.Q.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.Q.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.Q.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.Q.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
	SOP 200-030: Emergency Procurement	6.R.2	Staff Training on SOP	CTC	03/12/18	11/27/17
6.R.3		Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
6.R.4		Amendment to SOP Submitted	CTC	03/16/18	03/12/18	
6.R.5		Amendment to SOP Approved by Sup	TT	04/06/18	04/02/18	
6.R.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.R.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.R.8		IAO Testing of SOP	FCN	TBD	TBD	
6.R.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.R.10		Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-031: Competitive Selection Procedures for Services - RFPs		6.S.2	Staff Training on SOP	CTC	03/12/18	11/27/17
	6.S.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.S.4	Amendment to SOP Submitted	CTC	03/23/18	03/26/18	
	6.S.5	Amendment to SOP Approved by Sup	TT	04/13/18	04/09/18	
	6.S.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.S.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.S.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.S.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.S.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
	SOP 200-033: Competitive Multi-Step Sealed Bidding	6.T.2	Staff Training on SOP	CTC	03/12/18	11/27/17
6.T.3		Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
6.T.4		Amendment to SOP Submitted	CTC	03/30/18	03/26/18	
6.T.5		Amendment to SOP Approved by Sup	TT	04/20/18	04/16/18	
6.T.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.T.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.T.8		IAO Testing of SOP	FCN	TBD	TBD	
6.T.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.T.10		Amendment to SOP (if necessary)	CTC	TBD	TBD	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
SOP 900-020: Personnel Allocation/TDR and Reimbursement	6.AE.2	Staff Training on SOP	CMR	08/31/17	TBD	Yellow
	6.AE.3	Staff Acknowledgement Forms	CMR	08/31/17	TBD	
	6.AE.4	Amendment to SOP Submitted	CMR	02/02/18	02/05/18	
	6.AE.5	Amendment to SOP Approved by Sup (tied to 1.R.2)	CMR	02/09/18	02/19/18	
	6.AE.6	IAO Walkthrough of SOP	FCN	06/10/16	02/26/18	
	6.AE.7	IAO Assessment of SOP	FCN	06/30/17	03/06/17	
	6.AE.8	IAO Testing of SOP	FCN	06/30/17	10/30/17	
	6.AE.9	IAO Reporting of Testing Results	FCN	02/09/18	02/05/18	
	SOP 900-: Grant Procedure Manual	6.AF.1	Adoption of SOP	TBD	08/31/17	
6.AF.2		Staff Training on SOP	TBD	04/25/16	TBD	
6.AF.3		Staff Acknowledgement Forms	TBD	05/02/16	TBD	
6.AF.4		Amendment to SOP Submitted	TBD	TBD	TBD	
6.AF.5		Amendment to SOP Approved by Sup	IS	TBD	TBD	
6.AF.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.AF.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.AF.8		IAO Testing of SOP	FCN	TBD	TBD	
6.AF.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.AF.10		Amendment to SOP (if necessary)	TBD	TBD	TBD	
SOP 200-44: SEFA Reconciliation	6.AH.1	Adoption of SOP	LRP	09/07/16	09/05/16	Grey
	6.AH.2	Staff Training on SOP	LRP	01/12/18	01/08/18	
	6.AH.3	Staff Acknowledgement Forms	LRP	01/12/18	01/08/18	
	6.AH.4	Amendment to SOP Submitted	LRP	11/16/17	11/20/17	
	6.AH.5	Amendment to SOP Approved by Sup	TT	12/04/17	12/04/17	
	6.AH.6	IAO Walkthrough of SOP	FCN	05/12/17	05/08/17	
	6.AH.7	IAO Assessment of SOP	FCN	05/19/17	05/15/17	
	6.AH.8	IAO Testing of SOP	FCN	09/08/17	09/04/17	
	6.AH.9	IAO Reporting of Testing Results	FCN	02/09/18	02/05/18	
	6.AH.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	

<p>Notes:</p> <ul style="list-style-type: none"> 6.G.4 SOP 200-034 Accounts Payable & Cash Disbursements edits resubmitted to DSFAS for review and approval 6.M.5 SOP 200-018 Sole Source Procurement with Superintendent for review and approval 6.N.4 SOP 200-020 Open Purchase Order Monitoring & Reporting submitted to DSFAS for review and approval 6.O.4 SOP 200-025 Procedures for Maintaining the Procurement File submitted to DSFAS for review and approval <p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> Competing priorities affect ability to meet deadlines. 	1/19/2018
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GDOE Transition Plan
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Initiative #7 - Indirect Costs

GDOE Lead: Jackie Mesa | TPGA Liaison: Tom Shaffer

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Revisit Indirect Cost Manual	7.Q.2	Finalize manual	JPM/TSA	08/29/16	10/16/17	Grey
Indirect Cost True-ups and Reimbursement Requests	7.R.1	Prepare instructions on calculating the Indirect Cost reimbursement true-ups	JPM/TSA	06/30/18	06/25/18	Green
	7.R.3	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 1st quarter	JPM/TSA	01/15/17	01/15/17	Grey
	7.R.4	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 2nd quarter	JPM/TSA	04/15/18	04/09/18	Green
	7.R.5	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 3rd quarter	JPM/TSA	07/15/18	07/09/18	Green
Indirect Cost Strategy	7.S.5	Prepare, test, and roll-out indirect cost-related true-up templates and related documents.	JPM/TSA	02/26/17	TBD	Yellow

Notes:

- POC asked to proposed daes for 7.S.5
- New indirect cost proposal submitted to DOI

Risks (and mitigation strategies, if applicable):

- Competing priorities affect ability to meet deadlines.

1/19/2018

GDOE Transition Plan
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Initiative #8 - Accounting & Accounts Payable

GDOE Lead: Lou Perez | TPFA Liaison: Chris Carrington / Lia Beauvais

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Accounts Payable	8.A.1	Management of the A/P process (federal). No transition needed, Eloise is already a GDOE employee	Eloise	Ongoing	Ongoing	Grey
	8.A.2	Processing of checks and payment to vendors (federal). TPFA will manage process until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	Green
Reporting & Accountability	8.B.1	Transition the grant status report from TPFA to GDOE financial affairs division	LP	Ongoing	Ongoing	Grey
	8.B.2	Transition the late liquidation process to Fed Programs. Includes preparing late liquidation requests & following up w/ vendors and end users	Chris R./Nora	02/26/18	02/26/18	Green
	8.B.4	Train and have GDOE mirror the production of bank reconciliation (federal). TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	Green
	8.B.5	Train and have GDOE mirror the production of the invoice by GL report - Involves reconciliation to federal bank accounts. TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	Green
	8.B.6	Train and have GDOE mirror the production of the A/P Invoice report (federal) - TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	Green

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Reporting & Accountability	8.B.7	Transition open PO report. Procurement currently now handling, TPFA will be monitoring until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	█
	8.B.10	Late Liquidation management - ensure that there is coordination of effort between the business office, procurement and federal programs in order to handle the late liquidations effectively. Includes vendor follow-up.	Chris R./Nora	10/01/17	11/27/17	
Accounting / GL	8.C.1	Management and completion of monthly and annual close process. TPFA will be manage until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	

Notes: <ul style="list-style-type: none"> ●8.B.2 SOP under review to determine if scope should be expanded 	1/19/2018
Risks (and mitigation strategies, if applicable): <ul style="list-style-type: none"> ● Competing priorities affect ability to meet deadlines. 	